

**APPLICATION INSTRUCTIONS AND GUIDELINES
FOR CLARK COUNTY OUTSIDE AGENCY GRANTS (OAG)
FY 2016/2017**

Clark County Community Resources Management is soliciting **OAG Applications** for Fiscal Year 2016/2017 funding. Only those agencies who meet the application submittal requirements will be eligible to be considered for FY 2016/2017 OAG funds. After the review of all eligible applications, applicants will be notified at a later date on any funding recommendation decisions.

To be eligible for funding, a project must provide services and assistance that substantially benefits Clark County residents (NRS 244.1505). Projects that provide a substantial benefit are programs or services needed by disadvantaged citizens to increase their self-sufficiency and personal independence, programs or events that foster community pride or cohesiveness, and/or facilities and projects that strengthen the community's infrastructure. Generally, these OAG grants are intended to supplement services provided directly by the County, or are funded in lieu of the need for the County to establish such programs.

There are TWO application tracks. Each project must choose only one track. You may not submit the same project to both tracks. Agencies may submit a maximum of two different project applications under the Community Initiative track.

- 1) DEPARTMENT INITIATIVE-Programs/projects that address specific needs of Clark County Departments either by filling gaps in services to Clark County's most vulnerable populations and/or by complementing services currently provided by county departments. County departments included in the Department Initiatives are Social Service, Family Services, and Juvenile Justice Services.
- 2) COMMUNITY INITIATIVE-Programs/projects providing a substantial benefit needed by disadvantaged citizens to increase their self-sufficiency and personal independence, to foster community pride or cohesiveness, and/or to strengthen the community's infrastructure.

GRANT APPLICATIONS CAN ONLY BE ACCEPTED FROM NON-PROFIT ORGANIZATIONS AND LOCAL GOVERNMENT ENTITIES, NOT FROM INDIVIDUALS OR FOR-PROFIT FIRMS.

The application can be accessed via a web link found on the Clark County Community Resources Management webpage at:

<http://www.clarkcountynv.gov/administrative-services/crm/Pages/ZoomGrants.aspx>

The deadline for completing the PRE-APPLICATION is Wednesday, June 1, 2016 at 5:00 PM.

The DEADLINE FOR COMPLETING THE ENTIRE OAG APPLICATION is Friday, June 10, 2016 at 5:00 PM. No paper applications will be accepted.

APPLICATION TIPS:

- 1) Make sure to check your email spam folder for ZoomGrants emails.
- 2) You may submit applications any time prior to the due date. Clark County is not responsible for any online submission issues related to your internet connectivity or computer system limitations. Submit your application early in order to ensure it is received.
- 3) The person that initiates the pre-application is the only one that can upload documents and submit the application.

If applicant needs accommodations to access a computer to complete the application please call (702) 455-5030. No advisory assistance will be given on the content of the application questions.

Special Instructions for Governmental Entities

As a governmental entity (City, Health District, etc.) you need not supply items that are not applicable, such as a copy of the IRS Tax Exemption letter, agency By-Laws, Financial Accounting Submittal, or the filing of Internal Revenue Service forms.

APPLICATION INSTRUCTIONS

All questions need to be answered before submitting your application. If the question does not apply to you, type N/A. There are additional instructions in the online application. This document supplements those instructions.

PRE-APPLICATION

PLEASE COMPLETE THE PRE-APPLICATION AND WAIT FOR APPROVAL PRIOR TO COMPLETING THE APPLICATION.

Please answer all the pre-application questions and submit. You will not be able to apply for OAG funds until your pre-application has been reviewed and approved. You will receive an email indicating whether your pre-application has been approved at which point you may proceed to completing the entire OAG application.

APPLICATION

1. Project Priority.

There are TWO application tracks for FY 2016/2017 OAG funding. Each project must choose only one track. You may not submit the same project to both tracks. Agencies may submit a maximum of two different project applications under the Community Initiative track. Indicate the Priority of each project in each application. If you submit one application only, please mark it as Priority 1.

2. Project Type.

Please check the box next to the project type that best describes the activities of your project. If your project does not easily “fit” into any of the above categories, please check “**Other**” and concisely describe the activities you are proposing.

- **Advocacy/ Community Outreach:** Awareness, advocacy, on behalf of a specific clientele/ cause
- **Case Management:** Services that aim to have client achieve the optimum level of wellness and functional capability
- **Child development:** Services that aid in improving children's cognitive, social, emotional development.
- **Family Development:** Services aiming to achieve the optimum level of wellness and functional capability of families
- **Community/Economic Development:** Projects/services that diversify the economy of Southern Nevada; encourage business development; relocation and the creation of job and industry clusters; creating new jobs
- **Asset Development / Financial Literacy:** Efforts that increase the community's skills and knowledge to achieve and improve financial security and circumstances
- **Job Training:** Services improving employment skills (resume help, job connections, vocational job training)
- **Education/Literacy:** Projects that improving the general education of residents (ex. Reading programs, tutoring)
- **Energy Conservation:** Services aiming to reduce consumption of energy, and/or develop energy efficient cost cutting improvements
- **Food/ Nutrition:** Projects distributing food/ nutritional supplements to members of the community
- **Health/Mental Health:** Health projects provide direct medical, dental, vision, or mental health services to Clark County residents. Mental Health projects provide direct mental health services to Clark County residents
- **Housing/ Shelter:** projects/ programs that provide emergency shelter or housing to Clark County residents
- **Senior Services:** projects/ programs that provide services to seniors only
- **Arts/ Cultural:** Projects that foster cultural and artistic capacity/ awareness
- **Other:** if your project does not easily "fit" into any of the above categories, please specify what type of service your project will provide to the citizens of Clark County.

3. Target Population.

To the best you can, select the intended target population. In questions 5 & 6, project summary and description you will go into more detail on the population served.

- **Senior Citizens.** Persons 60 years of age and older. They may include single individuals living alone, two-person households, seniors raising grandchildren, seniors living with adult children, or seniors living in other arrangements (among others).
- **Infants/ toddlers.** Newborns, babies, and children up to 3 years of age.
- **Children.** Children between the ages of 4 and 12 years old.
- **Teen.** A person between the ages of 13 to -17 years old.
- **Young Adult.** A person between the ages of 18 and 25 years old.
- **Veterans/ Active Duty Military.** Persons who have served in the U.S. Armed Forces and may be eligible for services or income supports provided by the U.S. Department of Veterans Affairs, OR persons who are currently serving in the U.S. Armed Forces.
- **Disabled.** Persons living with a disability, as defined in any of the four definitions:
 - Defined in section 223 of the Social Security Act (42 U.S.C. 423);
 - Having a physical, mental, or emotional impairment that (a) is expected to be of long-continued and indefinite duration; (b) substantially impedes an individual's

ability to live independently, and (c) is of such a nature that such a disability could be improved by more suitable housing conditions;

- A developmental disability as defined in section 102 of the Developmental Disabilities Assistance and Bill of Rights Act (42 U.S.C 15002); or
- The disease of acquired immunodeficiency syndrome (AIDS) or any conditions arising from the etiological agent for AIDS

- **Homeless (According to the HEARTH “Homeless” Definition Final Rule.**

See the HEARTH “Homeless” Definition Final Rule.

https://www.onecpd.info/resources/documents/HEARTH_HomelessDefinition_FinalRule.pdf

- **Low- Income**
- **Families:** Households with children
- **Community-Wide:** The overall community and Clark County
- **Other**

4. Organization Mission & Organization Services Description.

Describe your organization’s overall mission. Also **briefly** describe the different types of services your organization provides. Note, this is for the *overall agency* the next question is program/project specific.

5. BRIEF Project Summary.

This will serve as a summary of your project proposal for application reviewers. SUMMARIZE in no more than 300 words (no more than one to two paragraphs), the PROJECT or PROGRAM for which you are requesting funds. Briefly describe the project goal, intended participants, and the planned use of OAG funds. *You will be able to elaborate in the next question's answer.*

6. Project Description and Expected Outcomes.

DESCRIBE THE PROJECT/ PROGRAM for which you are requesting funds and provide goals and expected outcomes. Indicate the approximate TOTAL NUMBER of individuals and/or families (specify which) that you plan to serve. Please differentiate between the outcomes for individuals and families. The count may be a duplicated count. For example, if a particular individual receives food through your program in July 2016 and comes back in August 2016 for the same food service he/she may be counted twice.

This response should be more detailed than number 6. Also note that this information can be used for *Attachment 1: Project Outcomes Performance Measurement*.

7. Project Outcomes- Unduplicated Count.

Indicate the approximate NUMBER of UNDUPLICATED INDIVIDUALS and FAMILIES (specify which) you plan to serve through this project. This count should be an unduplicated count. For example, if a certain individual receives services at your agency one month in July and returns for the same service the next month in August, this person should be counted once for that year as receiving services through your agency.

8. Project linkage to County Services.

Identify linkages, services, or gaps in services being addressed by your project that directly relate to County services. If applicable, provide evidence of collaboration with County divisions/departments. Evidence may be the indication of prioritizing client referrals originating from County departments, or reference to a Memoranda of Understanding (MOU) in place between your agency and a County department/division.

Identify how requested OAG funding would support County priorities and department needs. Your project should supplement services directly provided by the County or should fill a need that the County has not been able to provide.

9. Indicate the Commission District covering the area where the majority of your services are being provided.

The following link will lead you to a map of the different Commission Districts.

<http://www.clarkcountynv.gov/Depts/countycommissioners/Pages/CommissionerDistrictSearch.aspx>

The Districts and Commissioners representing each district are as follows:

District A: Commissioner Steve Sisolak
District B: Commissioner Marilyn Kirkpatrick
District C: Commissioner Larry Brown
District D: Commissioner Lawrence Weekly
District E: Commissioner Chris Giunchigliani
District F: Commissioner Susan Brager
District G: Commissioner Mary Beth Scow

If you also wish to see which district your project is located you can also go to the Open Web website, <http://gisgate.co.clark.nv.us/openweb/> then click on search, then go to the address tab, type in your address and click on the property for property information. In the Property Information box click on Elected Officials and you will see your Commissioner listed and the Commission District. The Property Information box will include the Jurisdiction (for the next question).

10. Project Jurisdiction and area.

Please indicate the areas where your services will primarily be provided.

You can also look this up on the Open Web website; <http://gisgate.co.clark.nv.us/openweb/> then click on search, then go to the address tab, type in your address and click on the property for property information.

11. Is your project new to your organization?

Indicate if your project is new, an expansion to existing services, or a continuation of services provided by your agency. This question is not asking if this project is a renewal or non-renewal of OAG funds.

12. New Project Justification.

If project is new to your agency justify why it was created. Identify how your project will help fill any gaps in services. Explain if any analysis was conducted to validate the need to create your project. If project is not new, type in N/A.

13. Project accomplishment history.

Describe your project accomplishments over the last 3 years. Use specific and measureable indicators. Be descriptive of the services and outcomes/accomplishments.

You may break out the numbers in annual increments or on a more frequent level. Be sure to specify the time period. For example:

In 2013, 100 babies were provided with 100 blankets (1 blanket per baby)
In 2012, 80 babies were provided with 80 blankets
In 2011, 75 babies were provided with 75 blankets.

If project is new, type N/A.

14. Financial Sustainability.

Describe your plan for financial sustainability and ongoing program support. Explain how your agency plans to seek and establish funding sources other than Outside Agency Funding in the long-term.

A financial plan for ongoing program support will need to identify funding sources your agency *anticipates* receiving funding from, as well as those your agency *will attempt* to receive funding assistance from. A financial plan for ongoing support will reflect projected income sources for the next three to five years, identifying sources (e.g., “participant fees”, “fundraising dinner”, “Christmas Appeals”, “Artwork Sales”, “Thrift Store”, “Sponsorships”, etc.).

Note, the budget section of the online application will also ask for funding/revenue sources for one year, 2015-2016.

15. County Funding History.

Has this *project* been awarded County funds within the past three years? Please indicate yes or no. (Note: Newly funded agencies will need to submit a 3-year funding history in the documents section). If your agency has received funding in the last three years but not the specific project please indicate in the next question, #16.

16. Funding History Detail.

Detail the amount and specify the County source for each of the past three years for which your project has received Clark County administered funding. If other projects within your agency received County funding, please specify. If no projects within your agency were OAG funded within the past 3 years type N/A.

17. Project Similarities.

Identify other agencies that provide similar services to your proposed project. Explain how your project services differ from and overlaps with those providers.

18. Provider Collaboration.

Explain any efforts your agency has made to coordinate and collaborate with other agencies or service providers that provide similar services to similar populations. How has your agency avoided the duplication of services? Please specify and list if you have any Memorandum of Understandings in place with any of these providers.

19. Reminder of General Requirements.

This question serves as a general reminder of the requirements. Note that this does not include all requirements. If you are recommended for funding the Outside Agency Grant resolution (the assistance agreement) will list major restrictions and requirements in more detail.

20. Reminder of General Financial Requirements.

Once again, this is a summary and is not all inclusive. If you are recommended for funding the Outside Agency Grant resolution (the assistance agreement) will list major restrictions and requirements in more detail.

Reminders on Fiscal Management and Accountability

COUNTY GRANTS ARE DISBURSED AS REIMBURSEMENT ONLY.

Grant funds are paid to grant recipients based on actual expenditures. The agency must first expend its own funds on the “activities” approved in the Resolution to Grant funds, and then submit appropriate documentation as a Request for Reimbursement.

a) Appropriate documentation includes a copy of the canceled check, a copy of the receipt or invoice detailing what was purchased or paid for, and limited information on client beneficiary (if expenditure was on behalf of client), and time sheets for staff showing hours devoted to the OAG specific project.

b) It is advisable that agencies have three months of operating reserves, as reimbursement of funds can take 30 days after receipt of appropriate documentation.

Recipient agencies must have:

a) Adequate accounting records that provide reliable, complete and up-to-date information about sources and uses of funds, including retention of “source documentation” (receipts, invoices, canceled checks, vouchers, etc.) for all financial transactions

b) Adequate internal controls that warrant against misuse of funds or unallowable expenditures;

c) Bank account in the name of the agency; and

d) All checks made payable to any Board Member or the Executive Director (reimbursements, mileage, payroll, etc.) must be signed by two authorized persons.

While County funds may be used to support year-end recognition events for volunteers and/or clients, **County funds will not reimburse expenses related to fundraising activities, meals provided to staff, nor any alcoholic beverages.**

Documents Section

There are instructions within the online application and in some cases instructions are also included the attached documents. Please refer to those instructions. These notes solely supplement those instructions.

The first nine listed documents are required from ALL applicants. They must be uploaded into ZoomGrants and submitted with your application.*

- 1) Project Outcomes and Performance Measurement (*download this document*)
- 2) Proposed Budget & Budget Justification (*download this document*)
- 3) Proposed Leveraging Resources (*download this document*)
- 4) Disclosure of Ownership Form (*download this document*)
- 5) Compensation Disclosure (*download this document*)
- 6) Non- Profit Determination Letter from IRS listing Tax Identification Number
- 7) IRS 990 (no older than 2015)/ Audit/ Financial Accountability Documents
- 8) Charitable Organization Registration Certificate from Clark County Business Licensing
- 9) Certification of Application (*download this document*)

Applicants who did not receive funding within the last 3 years will also need to upload all of the listed documents below (items 10-12).

- 10) Articles of Incorporation
- 11) Organization's By-Laws
- 12) Spreadsheet of Three Year Funding History

***Exception :** Government agencies/ division do not need to provide the Disclosure of Ownership, Compensation Disclosure, Non-Profit Determination Letter, most recent IRS Form 990, Financial Accountability Documents, or Charitable Organization Registration with Clark County. Instead, in document upload section for each of those requirements they will need to upload a memo stating that they are a governmental agency.

PROJECT PERFORMANCE OUTCOMES (Attachment 1)

(See instructions in attachment)

BUDGET (Attachment 2)

PROPOSED PROJECT BUDGET

Please indicate the entire cost of the project as well as those portions where these funds will be used to pay specific costs. Please round to the nearest dollar and do not include cents. By disclosing the full project cost, you are: (1) demonstrating knowledge of the project and services

being provided; (2) indicating the amount of funds leveraged by your County request; and, (3) assisting the County Commissioners in determining allocation amounts. Failure to provide both the full cost of the project and the requested funds amount may result in your application being pulled from consideration. Please indicate the percentage of the total PROJECT and AGENCY budget the OAG request will cover.

Budget Notes

- *Fundraising activities* may not be charged against these County funds, nor shall any voting member of the Board of Directors be paid as staff.
- Reimbursement for meals or food provided at meetings may be considered, but under no circumstances shall the costs for alcoholic beverages be reimbursed.
- Staff salaries being charged against County funds must have all proper taxes and deductions subtracted from their checks and appropriately paid to state and federal agencies:
Per IRS rules and regulations, staff must have all proper taxes and deductions subtracted from their checks; agency staff is not considered as consultants or independent contractors.
- *Staff salaries* are to be broken into two categories: (1) Administrative/Operations salaries, and (2) salaries directly related to client services.
- Time sheets denoting amount of time spent on a project and indicating to which grant source(s) these costs are to be charged are required before the approval of the reimbursement of staff salaries.
- Office supplies should not exceed \$450 per FTE (full time employee).
- All projects receiving funding support from these County funds must obtain comprehensive fire and hazard insurance to cover the replacement cost of the project, comprehensive liability insurance and where appropriate, professional malpractice insurance, and a fidelity bond on all senior staff. Comprehensive automobile liability insurance in the amount of \$1,000,000 per incidence is also required if an automobile is used in performance of the project. Costs for these expenditures are eligible for reimbursement from the OAG grant.
- Note: if the amount indicated in “Total Project Cost Requested Portion Only” differs from the “Amount Requested,” the lesser of the two figures will be submitted for funding consideration.

BUDGET JUSTIFICATION (continued)

For each item where a portion of the cost will be paid for with these funds, indicate the method used to determine the funding request, identifying budget line item, what unit of measurement is used, cost per unit, number of units and total costs to be charged to this budget. List the title and percent of salary for any staff that will be supported with County funds.

LEVERAGED RESOURCES (Attachment 3)

Leveraged resources consist of firm commitments of funds or goods and services from another source that will be expended if the project takes place because it receives gap funding from this local government process. Leveraged resources also include other resources – financial and in-kind – that will be available to support the project’s goals once implemented. This may include free office space, donated IT support, donations of goods and services for clients that your agency or the client would otherwise have to pay, or volunteer hours dedicated.

NON-PROFIT (CHARITABLE) REGISTRATION CERTIFICATE

The certificate must be obtained through the Business License Department at Clark County. To expedite this process you may contact either Allison Gigante at 455-3584 or AllisonG@ClarkCountyNV.gov , or Karyn Keehr at karynk@ClarkCountynv.gov.

APPLICANT CERTIFICATION

Please have the authorized representative of your Board of Directors sign and date the application.

By signing the Applicant Certification, you are certifying that the governing body of your organization has duly authorized the application for these funds. Your organization should be able to comply with the following if funded:

- a) Organization has the institutional, managerial, and financial capacity (including cash reserves to cover up to three (3) months of program operations) to plan, manage and complete the program as described in this application, and
- b) Will administer the grant in compliance with Nonprofit Organizations (formerly OMB Circular A-110), and 2 CFR 230 – Cost Principles for Nonprofit Organizations (formerly OMB Circular A-122).
- c) 2 CFR 200: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

After all required sections of the online application have been completed and all required documents have also been uploaded, your application should be ready for on-line submittal.

ONLINE APPLICATIONS ARE DUE BY

FRIDAY, JUNE 10, 2016 AT 5:00 PM